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Travel 6

Approved For Release 2002/08/06 : CIA-RDP78-04718A001300300034-9

6-0329

SEP 30 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Administration of Travel and Transportation

REFERENCE : Memorandum for the Assistant Director for Personnel from Deputy Director (Administration) subject as above, dated 1 April 1954

1. In order to assist the Chief of Logistics in the discharge of his responsibilities, as outlined in referenced memorandum, and to enable his Office to assist you in the fulfillment of your responsibilities and functions relating to travel, it is requested that the Chief of Logistics be furnished the following information on a monthly basis:

- a. Number of persons traveling during the month.
- b. Number and value of Transportation Requests issued for travel during the month.
- c. Cash advances authorized for the shipment of baggage.
- d. Monthly expenditures for transportation, broken down by carrier.

2. It is believed that the information requested above lends itself to a format which will make for ease in reporting. In this regard it is suggested that the two report forms attached hereto be considered and that any changes necessary be worked out between the Central Processing Branch of your Office and the Passenger Movement Branch of the Transportation Division, Logistics Office.

3. It is my view that this arrangement will enable both offices to better discharge their responsibilities. Any comments or suggestions which you may have will be appreciated.

15/  
L. E. WHITE  
Deputy Director  
(Administration)

2 Enclosures:

- Tab #1 - Domestic Travel Report
- Tab #2 - Foreign Travel Report

LG/TD/PMB/APR:ls(14 Sept 1954)

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Orig & 1 - Addressee 1 - TD File  
2 - DD/A 1 - TD Rdr

18 August 1954

MEMORANDUM FOR THE RECORD:

SUBJECT: Memorandum for the Assistant Director for Personnel from the Deputy Director(Administration), subject: "Administration of Travel and Transportation" with 2 Enclosures; Tab #1-"Domestic Travel Report" and Tab #2-"Foreign Travel Report".

1. Subject memorandum is intended to clarify the responsibility of the Chief of Logistics over that part of the Central Processing Branch, Office of Personnel operation which has to do with the arrangements made for official travel and transportation.

2. It is believed that if the Logistics Office is furnished the information asked for in the memorandum, in substantially the form requested, the Chief of Logistics will be better informed than at the present time and will be able to furnish more adequate technical guidance and supervision over transportation and travel matters as required by [redacted] 25X1

3. From the information contained on the proposed forms(Tabs #1 & #2) the Passenger Movement Branch of the Transportation Division will be able to determine whether or not established Agency policies and procedures are being followed in the procurement and general administration of official travel. An analysis of the information contained on the report forms will indicate whether or not the overall business is being properly distributed among the carriers, whether or not Transportation Requests are being utilized for voucher fund travel, and whether or not the most economical method of transportation is being used. A great deal of valuable statistical data can also be prepared from the raw material contained in the two report forms.

4. In the absence of direct supervision and control over the transportation activities carried out by the Central Processing Branch, I believe this arrangement will afford the Logistics Office the best opportunity for technical and staff direction of travel and transportation matters.

Distribution:

Orig & 1-Addressee(w/o memo for record) LO/TD/FMB  
1-Official File(w/memo for record) ✓  
1-LO(w/memo for record)  
1-LO/TD(w/memo for record)

25X1A9

**DOMESTIC TRAVEL**  
**195**

**VOUCHERED FUNDS: (SECTION I)**

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
RAIL								
BUS								
OTHER								
TOTALS								

**UNVOUCHERED FUNDS: (SECTION II)**

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
RAIL								
BUS								
OTHER								
TOTALS								

**TOTAL OF SECTIONS I & II ABOVE:**

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
RAIL								
BUS								
OTHER								
TOTALS								

**DISTRIBUTION OF BUSINESS AMONG CARRIERS:**NAME OF CARRIERAMOUNT**TOTALS:****TRANSPORTATION REQUESTS ISSUED FOR VOUCHERED FUND TRAVEL:**

Transportation Requests issued in the amount of \$ \_\_\_\_\_

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**LEGEND:** PCS--Permanent Change of Station  
 TDY--Temporary Duty  
 Empl--Employee  
 Dep--Dependent

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FOREIGN TRAVEL  
195

Area

## VOUCHERED FUNDS: (SECTION I)

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
SEA								
TOTALS								

## UNVOUCHERED FUNDS: (SECTION II)

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
SEA								
TOTALS								

## TOTAL OF SECTIONS I &amp; II ABOVE:

MODE OF TRAVEL	PCS				TDY		TOTALS	
	Empl	Cost	Dep	Cost	Empl	Cost	Travelers	Cost
AIR								
SEA								
TOTALS								

## DISTRIBUTION OF BUSINESS AMONG CARRIERS:

NAME OF CARRIER

AMOUNT

TOTALS:

\$

## TRANSPORTATION REQUESTS ISSUED FOR VOUCHERED FUND TRAVEL:

Transportation Requests issued in the amount of \$

## CASH ADVANCES AUTHORIZED FOR SHIPMENT OF BAGGAGE: (UNVOUCHERED FUNDS)

Advance authorized to employees in the amount of \$

Advance authorized to dependents in the amount of \$

TOTAL ADVANCES AUTHORIZED:.....\$

LEGEND: PCS--Permanent Change of Station

TDY--Temporary Duty

Empl--Employee

Dep--Dependent

(Note: This report to be broken down by EE-PE-SE-WE-MH-NEA areas)

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TRANSMITTAL SLIP		
22 October 54 (Date)		
TO: Chief of Logistics		
BUILDING	ROOM NO.	
Gts. I	1C-50	
REMARKS:		
<p>The attached was received in reply to the DD/A's memo of 30 September 1954, requesting that the Logistics Office be furnished certain information on travel.</p> <p>Please look into this to determine if what the Central Processing Branch reports to the Comptroller will answer Logistics needs, or if certain additional information must be obtained from the Central Processing Branch.</p> <p>DDIA chrono DDIA subject ✓</p>		
FROM:	SA/DDA	
BUILDING	ROOM NO.	
Admin	225	

FORM NO. 36-8  
SEP 1946

16-55208-1 GPO

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TRANSMITTAL SLIP		
15 Sept. (Date)		
TO: DD/A		
BUILDING	ROOM NO.	
Admin	226	
REMARKS:		
Your file copies		
FROM:	L0/TD	
BUILDING	ROOM NO.	
Admin	226	

FORM NO. 36-8  
SEP 1946

16-55208-1 GPO

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